

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

5 FEB 1975

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT : Work Measurement Data of the Security
Records Division (SRD)

1. Attached is a copy of the SRD work measurement statistical report of FY1975 covering the period through 31 January 1975.

2. A comparison of the January 1975 statistics with those of January 1974 reveals:

a. Minor decreases in Case Processing, Communications, Case Analysis, and Information Processing activities;

b. Noticeable decreases in Filing and Outside Agency Name Check activities;

c. A significant decrease in Indices activities, however, this is a return to a normal workload following the removal of large groups of names from the Indices last year;

d. Minor increases in Computer Support and Files Retirement activities; and

e. Substantial increases in Microfiche and Compartmented Information activities. The low production in Microfiche activities in January 1974 was due to the move of the Microfiche and Retirement Branch from the ground floor to the fourth floor during which the NCR Step-and-Repeat Camera was not operated for a two week period and a change in procedures, i.e.; filming files in Headquarters rather than retired files. The increase in

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Compartmented Information activities this past month resulted from the removal of the IDEALIST Clearances from the SPECLE system.

3. During this past month there was a concerted effort to clean up the OSCCAR data for cases handled by the three Sections of the Staff and Operations Branch. This effort resulted in an improved monthly report for January activities.

4. After five months of experience with the OSCCAR system, some problems have been identified which can be remedied by modification of the computer programs. OJCS assistance has been requested. It was agreed that the problems are not so serious that incorporation of Industrial and Certification Branch cases should be delayed. During February the work will proceed on cases which are controlled by the Industrial Approval Section.

STATINTL

Chief, Security Records Division

Attachment:
cc: PPG

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5 FEB 1976

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OFFICIAL ROUTING SLIP

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2	[REDACTED]		
3			
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<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

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